



Hillsboro ISD Translation Procedure

Purpose:

Hillsboro ISD will take practicable steps to ensure that parents, guardians, and other English Learners have access and equal opportunity to important school information. Information will be provided in an understandable and uniform format, and to the extent practicable, in a language that parents/guardians can understand [Every Student Succeeds Act (ESSA) Public Law 114-95 Section 1112(e)(4); 114(b)(4); 1116(e)(5); 116(f)].

Types of Translation Available:

Language assistance will be provided through a bilingual staff interpreter, written translated materials and documents, and technology-assisted website translation capabilities.

Data Used to Determine Translation Needs:

Hillsboro ISD will conduct an annual review of the language access needs of our parents, guardians, and others through review of the Home Language Forms, district/campus ethnicity data, and educator/parent/student feedback and requests. A review of the data indicates that approximately 34% of our families speak Spanish at home and approximately 19% of our student population qualify as Limited English Proficient. Based on this analysis, the district has determined that the language that translation services will be provided in is Spanish.

Documents/Information to be Translated:

The District and Campus Improvement Plans will be made available in Spanish upon verbal or written request to a district or campus administrator. Other written reports and policies, not translated by the district website translation tool, will be translated into Spanish upon parent/guardian request. Further explanation or detail on the reports will be provided to the parent/guardian via a staff interpreter.

Procedure for Requesting Translation:

Written or verbal requests for translation of documents should be made to the campus principal.

Monitoring:

On an annual basis, Hillsboro ISD will assess changes in demographics, types of services, or other needs that may require reevaluation of this process. In addition, Hillsboro ISD will annually assess the efficacy of these procedures used for the delivery of language assistance.